

SAND RIDGE SECURE TREATMENT CENTER

GUIDELINES FOR CONTRACTORS

June 14, 2006

SRSTC CONTRACTOR GUIDELINES

Introduction

A primary purpose of this facility is to treat sexually violent patients. Each of these individuals has the right to be treated with respect and consideration with full recognition of their dignity and individuality in regards to all care and treatment. They have the right to privacy like any other citizen. When you enter patient units please remember you are entering an individual's home. Please conduct yourself accordingly. Patient information is confidential. Contractors will not be permitted to socialize with, pass items to or accept anything from patients. Contractors will not be permitted to pass on information to, from or about patients.

Hours of Work

Standard construction hours are 7:45 AM to 4:30 PM. Time changes may be pre-authorized based on the area and nature of the project.

Parking

Parking is available outside the secure perimeter. Vehicles should be brought into the secure perimeter only if required. Pushcarts should be utilized as the primary source to move tools and equipment. Outside storage area for equipment and tools will be arranged by the contractor and Buildings and Grounds Superintendent.

Safety and Security

Contractors working inside the secure perimeter will be required to wear a photo identification tag provided by SRSTC at no cost to the contractor. All contractors must provide full name, date of birth, Social Security Number and a photo copy of a photo ID 5 days prior to entrance for the completion of a background check. Lost or misplaced ID badges must be reported immediately to the escort.

Contractor access is restricted to their specific work area(s). Entrance procedures include providing a photo ID, logbook sign-in, metal detector clearance, hand stamp, tool inventory, property search and vehicle search.

SRSTC believes that safety is an important component of every job and operation. Therefore, any work done on the facility grounds must be performed in compliance with SRSTC safety and security standards, the Department of Commerce, OSHA Standards and Health Standards.

Particular attention must be paid to use of tools and equipment, storage of those items, and securing the job site prior to the end of the workday. All workers are responsible for tool control. No tools shall be left where they are accessible to the passersby. Tools and equipment shall be locked or rendered inaccessible during non-working hours.

At the end of each workday the contractor shall check the job site. Equipment shall be secured and debris shall be put into the proper receptacles. There shall be no flammable liquids/poisonous materials left inside of the buildings unless they are locked inside an approved cabinet.

SRSTC staff will attend to patients in proximity to workers and construction work sites. Unless specifically designated or by the nature of their particular service, outside contractors will have no direct patient contact.

All tools entering SRSTC must be accounted for. An accurate Tool Inventory Sheet will be completed prior to entry. Only tools that are required for the job should be brought in. If it is necessary to keep tools inside the secure perimeter overnight they will be stored in a locked job box in a secured area. Tools include: hand and power tools, climbing devices, ladders, extension cords, cables, hoses, adhesives, tapes, glues, flammables, toxins, caustics, pry bars, knives, axes, wire cutters, blades, sandpaper, grinding discs, files, and other items determined by SRSTC Security staff. These items are to be inventoried and secured in a job box when not in use. Ladders will need to be removed or secured to a permanent fixture.

Only lockable construction vehicles with company identification printed on the vehicle will be permitted inside the secure perimeter. Vehicles must be secured and locked when inside the perimeter with the keys being retained by the staff escort. If it becomes necessary to leave a vehicle inside the perimeter overnight, the vehicle needs to be rendered inoperative by removing an integral part of the mechanism (i.e. removal of coil wire), locked and the keys retained by Central Control.

SRSTC staff will escort all construction employees while inside the secure perimeter. Entrance to any area other than where work is being performed is prohibited.

A 24-hour advance notice for cancellations and a 48-hour advance notice for scheduling changes is required to accommodate staff escorts. Any contractors arriving at SRSTC without prior notice may be denied access/entrance into the institution.

If there are questions or issues concerning the safety of an operation or activity, please contact the Division of State Facilities (DFS) Construction Representative, SRSTC Facility Services, or the SRSTC Security Director.

Prohibited Items

Avoid wearing shorts, tank tops and explicit (disruptive group, sexual, alcohol, drugs, weapons related) attire.

No glass or commercially manufactured plastic bottles which are used to hold soda or bottled water/juices that have a re-sealable or screw-on type lid are allowed.

Cellular/digital telephones, pagers, and PDA's are not allowed inside the secure perimeter. Telephone calls will be accessible to contractors through the assigned escort.

Cameras, video equipment, lap top computers and radio equipment are prohibited.

Illicit substances, beer/alcohol products, tobacco, weapons, explosive, incendiary devices, handcuff keys, lock-picking devices and incapacitating agents are not permitted at SRSTC.

No pornographic materials are allowed.

Introduction of any of these items inside the institution is unlawful and will not be tolerated.

Emergency Situations

Inclement Weather: In the event of severe weather, (tornado) workers may seek shelter in any facility building unless a previously determined shelter has been arranged. Buildings are posted with tornado shelter or "safe" area signage.

Trouble Calls: In the event a trouble call is announced or a patient disruption occurs near the construction site, the staff escort will provide direction.

In the event a person is taken hostage, he/she has no authority to order any action or inaction to be taken on their behalf.

To report **Emergencies dial 3333** from the nearest SRSTC telephone

Warning Signs

Contractors shall provide warning signs, barriers, barricades, etc., whenever such protection is needed. Where signs and barricades do not provide adequate protection, particularly along a roadway, flagmen should be used.

Housekeeping

1. Material should be carefully stacked and located so that it does not block aisles, exit corridors, doorways, fire extinguishers or hoses, emergency eye wash fountains, safety showers, fixed ladders, or stairways.
2. Nails protruding from boards must be removed or bent over.
3. Form and scrap lumber and all other debris shall be removed daily. Depending upon the project, cleaning procedures may include sweeping of all affected areas daily. At the end of the project the contractor is required to thoroughly clean the area.
4. Overhead storage of debris, tools, equipment, etc. is prohibited. No loose material may be left in the area above suspended ceiling panels.
5. All containers shall be clearly marked and MSDS information shall be available on site.
6. Contractors are responsible for the proper disposal of construction debris and garbage.

Flammable Liquids

1. Containers holding flammable liquids must be kept in an approved container and contents must be clearly identified.
2. Flammable liquids shall be kept in approved fire cabinets when not actually in use.

Solvents and Paints

1. Adequate ventilation must be maintained at all times when paints or solvents are used.
2. Personnel shall use proper respiratory protection and protective clothing as described by the Material Safety Data Sheet (MSDS) for the product being used.
3. If vapors from the products being used will contaminate local air, Facility Services personnel shall be notified prior to the beginning of work.
4. Flammable solvents and materials must be used with extreme caution when possible sources of ignition exist. No spray painting shall be done within 20 feet of spark producing devices.

Smoking and Open Flames

All areas of SRSTC are designated "NO SMOKING" and "Tobacco Free".

Floor Openings

Floor openings should be guarded in compliance with Federal, State and Local Standards.

Excavations and Trenches

1. Before doing any excavation work, the existence and location of underground utilities must be determined. To obtain this information, call Diggers Hot Line and Facility Services.
2. Shoring, sloping of the ground or some other equivalent means shall guard walls and faces of all excavations or trenches more than five feet deep.
3. Excavations and trenches must be adequately barricaded and identified.

Overhead Work

No overhead work shall be performed when, as a result of that work, the possibility of a falling object striking any person exists. All unauthorized individuals shall be kept from these areas. The contractor shall provide tarpaulins, scaffolds, warning signs, etc., to protect SRSTC patients, visitors and employees. The contractor personnel must wear hard hats.

Tarpaulins

When tarpaulins are required for the deflection of hot slag, dust, paint drippings or as security barriers, they should be fire resistant and in good condition.

Cutting and Welding

1. If the contractor will be cutting or welding Facility Services must be notified prior to beginning the work.
2. The contractor shall provide appropriate fire extinguishing equipment for the task being performed.
3. Non-combustible or flameproof shields or screens must be provided to protect any patients or employees from direct rays or arc.
4. The contractor must provide a fire watch person equipped with a suitable fire extinguisher at or near the welding or cutting operation whenever combustibles or hazardous materials are present to see that sparks do not lodge in floor cracks or pass through wall openings.

Compressed Gas Cylinders

1. Valve protection caps on compressed gas cylinders shall be in place whenever possible.
2. Cylinder valves shall be closed when work is finished and when cylinders are empty or moved.
3. Compressed gas cylinders shall be secured (roped or chained) in an upright position at all times except when the cylinders are actually being hoisted or carried into the users' location.
4. Cylinders shall be kept at safe distances or shielded from welding or cutting operations. Cylinders shall not be placed where they can contact an electrical circuit.
5. If a leak develops in a cylinder, immediately remove it to a safe location outside the working area. If the leak cannot be corrected, the cylinder must be moved to a safe location outdoors. Gas leaks may not be traced with matches or other open flames.
6. Cylinders must be permanently marked or stenciled to identify the type of gas in the cylinder.

Chemicals

1. If the contractors' employees find hazardous or unlabeled chemical which must be moved, they shall contact the SRSTC Facility Services Department or Security Director.
2. Discharging or dumping of chemical into sewers or anywhere on the site is not allowed.
3. The SRSTC Safety Director shall be advised of and provided with a MSDS for any hazardous chemicals being brought onto the site.

Disabled Accessibility

Provisions shall be made to maintain accessibility for disabled individuals during construction.